



DHHS IIC/EIC Renewal Policy

As of January 16, 2004; Amended as of 4/27/10

“(e) An interpreter certified by the state shall renew such certification at least every two (2) years in the manner prescribed by DHHS.” (*Division of Disability, Aging, and Rehabilitative Services; 460 IAC 2-3-3; filed Jul 21, 2000, 10:01 a.m.: 23 IR 3085*)

The following defines the renewal system adopted by DHHS, supported by the Board of Interpreter Standards and approved by the State of Indiana:

The renewal applicant must have a current or expired certificate with DHHS.

The renewal applicant must have the appropriate number of CEU credits earned and in the appropriate categories in order to renew by the following method, called Method 1:

Method 1: The renewal applicant completes a new application form prior to the end of the prior certification period, notifying DHHS of changes in address, phone numbers, education, and so on. The interpreter also provides DHHS with a copy of their current proof of national certification in good standing (if this applies.)

If the renewal applicant does not have the appropriate number of CEU credits earned and in the appropriate categories, he or she must renew by the following method, called Method 2:

Method 2: If the interpreter has not completed the appropriate number of CEU credits earned during the period in the appropriate categories, he or she must apply for an appeal. The appeal will be read by DHHS staff and approved or denied by the DHHS Deputy Director. If DHHS determines that the appeal is valid, the interpreter will be given six months to complete all CEU requirements from the previous certification period.

For the following certification period, the interpreter will have the remaining time within that certification period to obtain all necessary CEUs for that period. This means that if an appeal winner takes the full six months to complete all requirements for the prior certification period, he or she will have only 18 months to complete all of the CEU requirements for that certification period.

No more than one appeal may be requested per certification cycle, per renewal applicant, and the fact that a previous appeal was granted to an interpreter will not be allowable grounds for a request in the current cycle. For example if an appeal winner could not complete the current CEU requirements within the 18 months, he or she will not be granted an appeal without extenuating circumstances during the current cycle.

Method 2 is not available to provisional holders of the IIC. If a provisional holder of the IIC cannot complete the CEU requirements in a timely manner, they will be required to obtain one of the other certificates before DHHS will certify them again.

Method 2 is available only to Grandfathered and Educational Interpreters or Translitterators. Those holding national certification must remain in good standing with their national certification system in order to qualify for the Indiana Interpreter Certificate.

Situations that would likely qualify for an appeal include: Proof of personal hospitalization for more than one month during the certification cycle; Proof of the birth of a child during the certification cycle; Proof of the death of an immediate family member during the certification cycle.

Situations that would likely not qualify for an appeal include: arrest and imprisonment; vacation; lack of awareness of the requirements; cost of obtaining CEUs, lack of time required to take CEUs.

When non-nationally certified IIC interpreter or EIC interpreter allows his or her certificate to lapse, he or she will not be able to renew unless they are nationally certified with a national interpreter organization

For further clarification of the renewal process, or specific questions, please contact Donald Tinsley, Certification Coordinator, at donald.tinsley@fssa.in.gov or call DHHS at 1-800-962-8408 or 317-232-1143.